

**Lafayette County Human Services
Board Meeting Minutes
Thursday, November 14, 2013**

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.

Board members present: Brandee Blaine, Sherry Crist, David Hammer, Gerald Heimann, Connie Hull, Leon Wolfe (Richard Roelli was excused)

LCHS staff present: Janet George, Kristine Brunkow, Shane Schuhmacher

Others present: Duane M. Jorgenson, Corporation Counsel

1. CALL TO ORDER

- a. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- b. Motion by Leon Wolfe, second by Sherry Crist to approve the amended agenda as posted; carried.
- c. Motion by Connie Hull, second by Sherry Crist to approve the minutes of the October 16, 2013 meeting as printed; carried.

2. PUBLIC COMMENTS

- a. David Hammer stated he was approached by a law enforcement officer inquiring about LCHS's automated answering system. Mr. Schuhmacher informed Mr. Hammer, per civil rights laws, LCHS is required to have an automated answering system giving the caller the choice of English or Spanish version of the message.

3. FISCAL REPORT

- a. Janet George reported no unusual payments this month for LCHS with the exception of the replacement check for Dr. Fischer. Ms. George stated there is a short-term placement at Harmony House; which is the new provider she discussed last month.
- b. Through October 31, LCHS has received \$55,000 more revenue than budgeted and has nearly \$296,800 less in expenditures than budgeted. LCHS is roughly \$351,800 under budget; of that amount, \$107,120 is the Children's Institutional Account.
- c. Ms. George reported no unusual payments for Aging for this month. Aging has received \$9,800 more revenues than budgeted, but has nearly \$27,000 more expenditures than budgeted. Again, most of the overage can be accounted for with the increased EBS costs and home health care.

Through October 31, Aging is \$17,146 over budget. However, these figures reflect 10 months of expenditures and only 6 months of GWAAR program revenues. On November 4, Aging received the July and August payment. July was the most costly month for EBS as that is the month in

which the former EBS staff was paid out lump sum benefits. Ms. George is still projecting that Aging will be very close to being on budget due to increased federal funding for increased EBS costs.

4. APPROVAL OF EXPENDITURES

- a. Motion by Brandee Blaine, second by Gerald Heimann, to approve the LCHS vouchers as scheduled; carried.
- b. Motion by Leon Wolfe, second by Brandee Blaine, to approve the Aging Unit vouchers as scheduled; carried.

5. PERSONNEL

- a. Reduction in Hours for Home Chore Employee-Mr. Schuhmacher reminded the Board that LCHS will discontinue doing Representative Payee work for five individuals who are not receiving any other services from LCHS except Representative Payee work. The Home Chore Employee is currently doing the Representative Payee work and by discontinuing this service to these five individuals; Mr. Schuhmacher reported the Home Chore Employee's time will be reduced to 75% for CY2014.

Mr. Schuhmacher stated the Commission On Aging Committee approved this recommendation at their November 13th meeting.

- b. Adult Protective Services Coordinator Position & Job Description-Mr. Schuhmacher reported the APS position was recently approved by this Board (10-16-13), Human Resources Board (11-12-13) and the County Board (11-12-13). Memorial Hospital has requested to buy some APS time. Mr. Schuhmacher presented the Job Description for the position with input from Julie Chikowski, Director of the Hospital.

Motion by Sherry Crist; second by Leon Wolfe to approve the Adult Protective Services Coordinator Job Description as presented; motion carried.

- 6. CLINIC RECERTIFICATION AND ON-SITE SURVEY RESULTS**-Mr. Schuhmacher stated LCHS recently participated in a clinic recertification for various clinic and emergency services programs.

Mental Health-Community Support Program (CSP) received a one year program certification until October 31, 2014.

Mental Health Outpatient Clinic and Emergency Services received a two year program certification until October 31, 2015.

CSAS-Outpatient Treatment (AODA) received a six month program certification until April 30, 2014. The agency received a few citations in this area and a Plan of Correction will be completed.

Each program received feedback to enhance the services and Mr. Schuhmacher said that these would be projects for quality improvement.

The Board requested Mr. Schuhmacher send a copy of the citations and Plan of Correction for their review. This will be mailed in the December mailing.

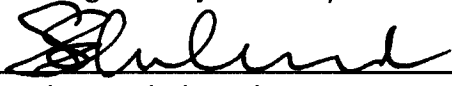
7. **AFFORDABLE CARE ACT (ACA) STATUS UPDATE**-Ms. George prepared a document outlining the ACA costs from August 1, 2013 through December 31, 2014. The total allocation for this time period is \$69,165.00. To date, LCHS has received \$28,440.00 in funding and out of that amount; has used \$8,326.83 on payroll costs; \$1,087.14 for supplies/equipment; leaving a balance of \$59,751.03. Ms. George will update the Board on a monthly basis.

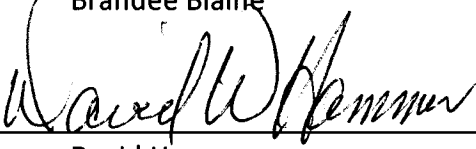
8. **DIRECTOR'S REPORT**

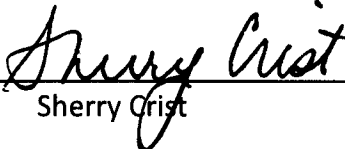
- a. Employee Comp and Overtime Report- The total hours for comp time for the period of September 30, 2013 to October 27, 2013 for LCHS was 15.76 hours and the total overtime hours was 3.50 hours.
- b. Contracted Mental Health Coordinator Position Update-Mr. Schuhmacher stated LCHS currently contracts with a Mental Health Coordinator for 20 hours per week to work with crisis individuals on linkage and coordination of services. The individual currently working in this contracted position gave notice that she will be terminating her contract as of December 31, 2013.


9. **ADJOURN**


- a. The next meeting was set for **Thursday, December 12, 2013** at 6:15 p.m. The Audit Committee will meet at 6:00 p.m.
- c. The meeting was adjourned by Chair David Hammer at 7:20 p.m.

Reviewed by  12/12/13
Shane Schuhmacher, Director Date

Brandee Blaine

David Hammer

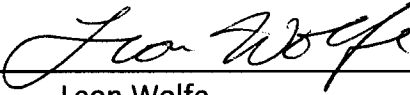

Sherry Crist


Gerald Heimann


Connie Hull

Richard Roelli

Jack Sauer


Leon Wolfe